

BY CERTIFIED AND REGULAR MAIL

Date: \_\_\_\_\_

Landlord:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Return of Security Deposit for \_\_\_\_\_.

Dear \_\_\_\_\_:

I am writing to you to request the return of my security deposit.

I am asking you to return to the security deposit in the amount of \$\_\_\_\_\_ (\_\_\_\_\_). Under the Evanston Residential Landlord Tenant Ordinance, you need to send me my deposit or an itemized statement of deductions within 21 days of vacating the unit. I vacated the unit on: \_\_\_\_\_.

You can send the full amount to my new address, which is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

According to the Evanston Residential Landlord Tenant Ordinance (Evanston RLTO 5-3-5-1(c)), the security deposit must be returned within twenty-one (21) days of vacating the unit. If deductions are made, an itemized list must be included with the reminder of the deposit. Under this ordinance, I have the right to pursue legal action if the deposit is not rightfully returned. I have the right to recover the property and money due to me with damages in an amount equal to twice the amount wrongfully withheld and reasonable attorney's fees (Evanston RLTO 5-3-5-1 (F)). Given your long and extensive history as rental housing manager, I do expect your compliance with the Evanston Residential Landlord Tenant Ordinance.

Thank you for your prompt attention to this matter.

If you have any questions please call me at (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Sincerely,